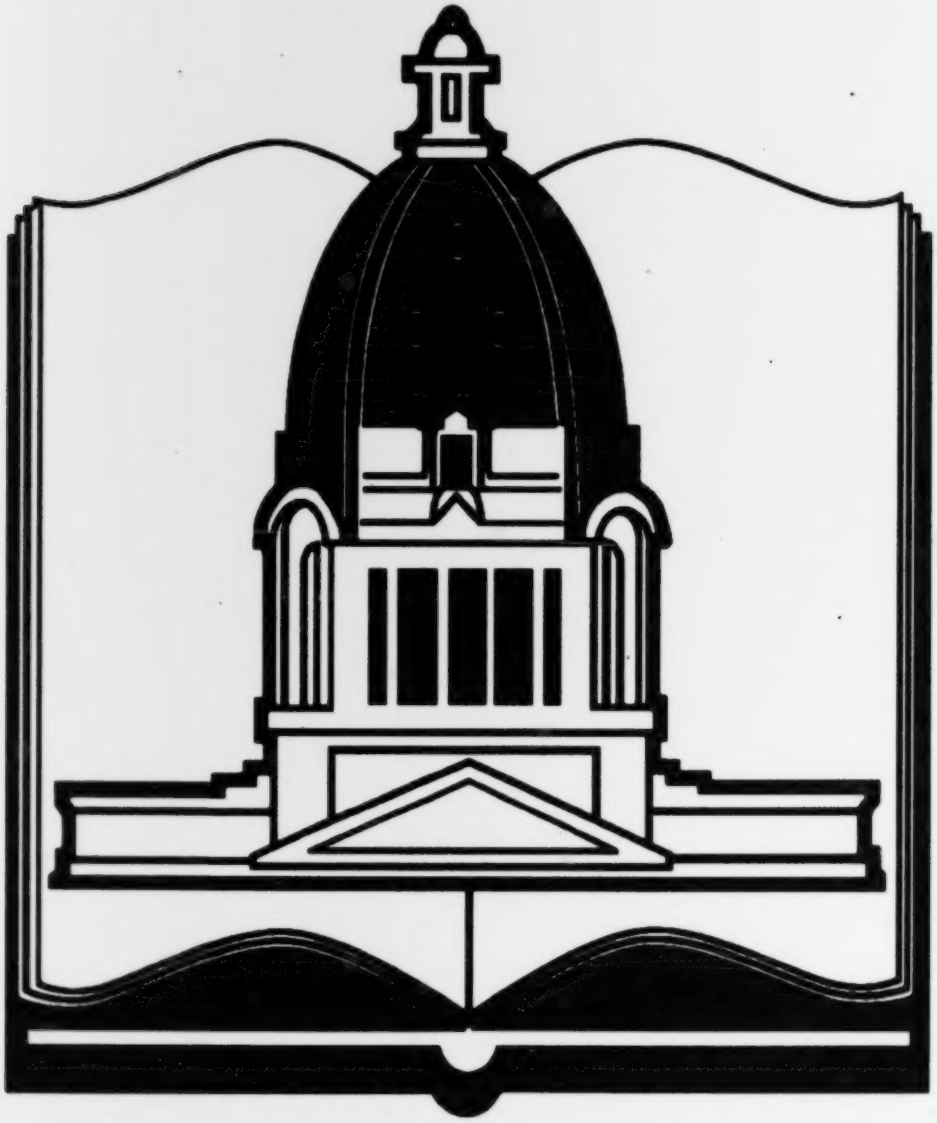
Legislative Assembly of Saskatchewan

Annual Report

Saskatchewan Legislative Library

for the period ending
March 31, 2009



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Assembly of
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March 31, 2009

This annual report is also available in electronic format from the
Saskatchewan Legislative Library web site at:
www.legassembly.sk.ca/leglibrary/

Saskatchewan
Legislative Library

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Legislative Librarian

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November 17, 2009

The Honourable Don Toth
Speaker of the Legislative Assembly of Saskatchewan
Room 129, Legislative Building
Regina, Saskatchewan

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period ending March 31, 2009 for tabling in the Legislative Assembly.

This report documents the Library's progress in advancing the library service in the fiscal year covering April 1, 2008 to March 31, 2009. In this period, the Library moved forward its new strategic plan initiatives while continuing to deliver core programs and services. New initiatives focused on enhancing services and collections to be responsive to client needs, as well as initiating internal planning and review activities to respond to current challenges.

The Library's progress this year is due to the capability, adaptability and commitment of library staff, as well as the support that the Library receives as part of the Legislative Assembly Service.

Sincerely,

Melissa Bennett

Melissa Bennett
Legislative Librarian

MB/ll

Table of Contents

Organizational Overview

Mandate 6
History 7
Structure 7
Values 7
Collections 8
Legal Deposit of Saskatchewan Government Publications 9
Library Services 9
Program Areas 10
Partnerships 13

Organizational Performance

Strategic Planning Context 14
Library Strategic Plan 16
Strategic Performance 18
Greater Client Awareness and Benefit 18
Fulfilling Staff Potential 22
Planning for Service Excellence 23

Appendices

Statistical Summary 27
Information Kits Prepared to Support Delegate
Attendance at Parliamentary Conferences 28
Legislative Library Functional Organization Table 30
Legislative Library Staff 31
Clientele and Service Policy 34

Organizational Overview

Legislative Library Mandate

The Legislative Library is established under *The Legislative Assembly and Executive Council Act.*

Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection and to ensure the collection's present and future accessibility to parliamentarians, the civil service and the people of Saskatchewan.

Provide a parliamentary library service to all Members of the Legislative Assembly and their staff.

Act as the official library for the deposit of Saskatchewan government publications.

Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.

Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.

Establish and maintain helpful and co-operative relationships with other government departments or departmental libraries.

History

The Saskatchewan Legislative Library was officially established in 1905 at the formation of the province of Saskatchewan. The Library originated in a legal collection established in 1876 that developed into the library of the North West Territories Government, predecessor of the provinces of Saskatchewan and Alberta. Today, the Legislative Library is Saskatchewan's third-largest research library.

Structure

The Legislative Library operates as a component of the Legislative Assembly Service (LAS), part of the Legislative branch of government.

The Library is administered through the Office of the Legislative Librarian. It has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

Library services are provided out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. The Library's primary Collection Annex is located in the lower level of the Walter Scott Building. Functional units are based out of locations in the Legislative Building and Walter Scott Building.

Values

The Legislative Library is committed to ensuring that parliamentarians, public servants, and citizens have access to published information resources necessary for informed decision making in a democratic society. It maintains the principles of confidentiality and non-partisan service for all library clientele.

The Legislative Library supports the vision of the Legislative Assembly Service which is *a parliamentary system that is valued, trusted and understood.* It also supports the values of the Legislative Assembly Service, which are:

- The democratic process
- Impartial and exemplary service
- Accountability
- Individual and team effort

Collections

The Legislative Library has a strong and unique collection estimated to include approximately half a million titles in print, microform and electronic formats. The collection seeks to provide basic coverage in most subjects and in-depth coverage on topics of particular interest to Saskatchewan legislators. Areas of strength are: government publications, materials relating to Saskatchewan, news and current affairs, parliamentary studies, and social sciences (especially political science, public administration, social issues, economics, business, and history).

Collection features of interest:

- Current and historical Government of Saskatchewan publications
- Saskatchewan local history collection numbering over 1,000 titles
- Saskatchewan daily and weekly newspapers
- *Leader-Post* from 1883 onwards
- *Western Producer* from 1924 onwards
- Full depository library for Canadian federal government publications since 1927
- Current and historical Statistics Canada material
- Complete set of federal royal commissions in microform
- Parliamentary publications (e.g. Debates and Proceedings, Journals) with an emphasis on Saskatchewan, Canada and the U.K.
- Statutes from all Canadian jurisdictions
- Publications from other Canadian provinces
- Periodicals (newspapers, magazines, research journals) and news media from across Canada, North America and worldwide
- Extensive collection of licensed electronic information products

Legal Deposit of Saskatchewan Government Publications

Saskatchewan government publications are acquired for the library collection under the statutory authority of the Legal Deposit Program (in place since 1982) which requires that all Saskatchewan government departments, boards, commissions and agencies deposit copies of their published material, both print and electronic, with the Legislative Library. Statutory authority is in section 81 of the *Legislative Assembly and Executive Council Act, 2007*.

Prior to 1982, the Library had an informal responsibility to collect Saskatchewan government publications and made a consistent effort to do so since its early days. This resulted in the Library having a very strong historical collection of Saskatchewan government publications.

Library Services

The Legislative Library has a broad mandate to serve the Legislative Assembly, the people of Saskatchewan and the public service. The Library strives to serve all sectors of its mandate, while giving priority and advanced service to legislative clients.

Members of the Legislative Assembly and their staff receive advanced and specialized services as well as borrowing privileges.

Saskatchewan public servants and special researchers are eligible for basic reference services and borrowing privileges.

Public clients are eligible for basic reference services and use of library material either on site or through interlibrary loan via their local library.

The Library's web site provides information about the Library, access to the Library catalogue, and registered client access to the Library's licensed electronic information products (www.legassembly.sk.ca/leglibrary).

The Legislative Assembly and Executive Council Act, 2007 continues the Legislative Library's statutory responsibility for the collection and preservation of Saskatchewan government publications. Section 81 says as follows:

"(2) The Legislative Library is the official library for the deposit of government publications.

(3) Every department, board, commission and agency of the Government of Saskatchewan and every Crown corporation shall deposit with the Legislative Library eight complimentary copies of every government publication that:

(a) is released in any form, including print and electronic, for general or limited public distribution either for free or for sale; and

(b) is issued by them or pursuant to their authority in collaboration with a commercial publisher."

– The *Legislative Assembly and Executive Council Act, 2007*, section 81, subsections 2-3.

Program Areas

Library Administration

Library Administration provides leadership for library strategic development; supervision of program areas; and management of the Library's physical, financial and human resources. Library Administration also manages the library collection, electronic resources development, public relations and partnership activities. Library Administration contributes to the strategic direction of the Legislative Assembly Service and ensures that the work of the Library is aligned with LAS organizational goals.

Reference and Circulation Services

Reference and Circulation Services connects library clients with the Library's information resources. This section responds to client inquiries and assists clients in finding information required from the library collection.

This section gives priority to responding to MLAs' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber and in legislative committees. Assistance to legislative clients including MLAs' staff and legislative committee researchers is also emphasized. Research support for the Library's Members' Services section is also a key function of the Reference section. Reference and Circulation Services also provide customer service to other clients who contact the Library.

Overall, this section is responsible for:

- Providing reference and bibliographic research assistance to clients
- Staffing the Library's public service areas
- Lending materials to clients
- Interlibrary borrowing and lending
- Producing library promotional brochures, booklets and displays
- Producing fact sheets, bibliographies and briefing notes
- Training and orienting clientele
- Providing library tours
- Maintaining the Library's collections housed in the Legislative Building

Members' Services

The Members' Services section provides non-partisan bibliographic research and customized library services, striving to promote a knowledge advantage, to enhance capabilities and to promote a culture of continuous learning and knowledge-sharing. Technology is used to access information sources that help to clarify issues and to anticipate trends in a broad range of disciplines.

A profiled Current Awareness Service is offered to individual Members of the Legislative Assembly, to Independent Officers and in support of legislative committees. The Members' Services Librarian is in contact with the individual MLA to determine a profile of public issues on which he or she wishes to keep current. Packages of information including magazine tables of contents, new books briefing information, newspaper clippings and news headlines are provided to the MLA on a weekly basis. News headlines and news clippings are provided electronically or in hard copy as requested. In addition a confidential, direct-user news service is set up for MLAs who register. Profiles are updated upon request, especially as MLA responsibilities change in terms of cabinet, caucus, shadow cabinet and committee responsibilities. In-person and telephone consultations, service briefings and tutorials are provided.

The Members' Services section produces *The Members' Newsletter*, which is published monthly during legislative sessions. *The Members' Newsletter* highlights material in the library collection and promotes awareness of library programs, services and activities.

Members' Services also provides bibliographic research and background kits for clients attending parliamentary conferences. The information generally takes the form of current periodical articles, topical book content and/or newspaper articles representing a balance of opinion on the topics under discussion at the particular conference.

Support Services

The Support Services section performs the underpinning operations that make all library programs and services possible.

Support Services manages the Library's integrated library computer system, Voyager, in partnership with the RegLIN consortium and the University of Regina Library. The Voyager software provides application modules for automated library acquisitions, cataloguing, circulation, and the online public access catalogue (OPAC).

Support Services is responsible for the acquisition, processing and cataloguing of all new materials for the library collection. The section manages the withdrawal of library materials, when required. This work involves not only

physically removing the material from the collection but also updating or deleting the corresponding records in the Library's catalogue. Overall, this section processes approximately 45,000 items annually.

Support Services administers the Legal Deposit Program for Saskatchewan Government publications, including receipt of materials, processing and cataloguing as well as production of the monthly *Checklist of Saskatchewan Government Publications*.

The section is responsible for receiving and cataloguing federal and provincial government documents and maintaining government publication exchange arrangements with other jurisdictions, such as Library and Archives Canada and the Library of Congress.

Support Services has substantial responsibilities for the maintenance and preservation of the library collection. The section manages the binding of selected periodicals and government publications and is responsible for maintaining materials housed in the Library's Collection Annex located in the Walter Scott Building. This facility houses over 80 percent of the Library's print collections.

Legislative Assembly Service Initiatives

The Library is a part of the Legislative Assembly Service (LAS) and, as such, contributes to the LAS's numerous initiatives and administrative committees.

The Library helps support inter-parliamentary programs and professional development activities of the Members of the Legislative Assembly. The Library provides support to the Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI), the Saskatchewan Legislative Internship Program (SLIP), and the Parliamentary Program for Public Servants.

Library employees also serve on Legislative Assembly Service administrative committees that support the LAS in areas such as strategic management, communications, human resources and technology management. During the current report year, the Legislative Librarian continued to chair the LAS Strategic Planning and Operational Priorities Committee.

Partnerships

The Legislative Library participates in a variety of partnerships for the purposes of advancing library services.

The Legislative Library is a long-time member of the Association of Parliamentary Libraries in Canada (APLIC). APLIC is comprised of the directors of legislative/parliamentary libraries from across Canada. Its principal objectives are to improve parliamentary library service in Canada, foster communication among members concerning matters of mutual interest, identify issues requiring research, and encourage cooperation with related parliamentary officials and organizations. During the report period, the Saskatchewan Legislative Librarian served as Vice-President of APLIC.

The Legislative Library is a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under *The Non-profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Voyager integrated library system. Voyager provides the software applications for automated library acquisitions, cataloguing, circulation, and the online public access catalogue (OPAC). In addition, the holdings of the five member libraries can be searched using the Voyager catalogue interface.

The Library continues to participate in the Multitype Library Board's Multitype Database Licensing Program (MDLP) in which funds from libraries and educational institutions throughout the province are pooled to purchase access to a wide variety of electronic information products for registered clients of all participating libraries. MDLP's cooperative bulk purchasing program is the only means by which the Library could afford to sustain ongoing access to approximately 9200 electronic titles available in full text via the MDLP program.

The Legislative Librarian is currently chair of the Saskatchewan Digital Alliance (SDA) steering committee. The SDA is a cross-sector, co-operative body that promotes, facilitates and funds the development of digital collections in Saskatchewan. SDA is an initiative of the Multitype Library Board.

The Legislative Librarian is a statutory member of the Public Records Committee by authority of Section 18(2) of *The Archives Act, 2004*. This committee reviews and approves record schedules for public records.

Organizational Performance

Strategic Planning Context

The Legislative Library's strategic management is informed by both the strategic plan of the Legislative Assembly Service (LAS) and the Library's internal branch plan.

Legislative Assembly Service Strategic Plan

The LAS strategic plan provides an umbrella framework that guides the Library's internal planning. The Library's new initiatives, as well as core programs, contribute to achievement of LAS goals.

The Legislative Assembly Service's vision is *a parliamentary system that is valued, trusted, and understood.* Its goals are:

- *Foster an effective legislature*
- *Provide continually improving services to MLAs*
- *Sustain and enhance the institution of parliament*
- *Be an effective responsive organization*

Legislative Library Strategic Plan

This fiscal year the Legislative Library began implementing the strategic plan it created in the latter half of the previous report year. The strategic plan was created by all library staff who participated in a process to identify the Library's vision for the future; underlying obstacles that need to be addressed to achieve the vision; strategic directions and strategies to address the underlying obstacles; and immediate actions as a catalyst for change. The strategic plan Practical Vision, Strategic Directions, and Strategies are identified on the following pages and formed the basis for the Library's key actions this fiscal year.

Influencing Factors in the Library's Operating Environment

The Library's strategic plan is intended to help it meet challenges in its operating environment, while continuing to advance its strengths.

Challenges in the operating environment

Digital Environment — Rapidly advancing information technologies continue to significantly impact core library operations including acquisitions, collections management, and service delivery. It demands the rationalization of library collection policies in this new context. Managing high volumes of digital collections demands re-vamped library processes and information technology systems.

Accommodation — Accommodating the Library's collections and service areas within existing library facilities continues to be a challenge. The Library's collection will continue to grow, and accommodating this growth must be managed. Ensuring that facilities provide suitable environments for preserving historic library materials also continues to be a challenge.

Collection management — The digital environment and accommodation constraints have driven the need to rationalize the acquisition and retention of library materials to ensure a focused, sustainable collection. Preservation of collection materials continues to be a concern. Increasing numbers of aged and worn items require conservation, repair, or format replacement.

Human resources management — Succession planning and knowledge transfer was critical this year with the retirement of two long-serving staff. There is also a need to re-structure work flow processes to better leverage human resource capacity to meet current library challenges. Employee health and safety and staff training and development continue to be important.

Strengths in the operating environment

People — The Library has knowledgeable, skilled, and service-oriented employees who bring enthusiasm and vision to their work. The Library is also strengthened by the leadership and support of the Legislative Assembly Service.

Services & Collections — The Library has well-established programs and services for Members and additional clientele for which it consistently receives positive feedback. The Library has valuable, established collections which provide the basis for delivering high quality information. The Library also has a strong and growing suite of digital collections that are effective and valued.

Strategy — The Library has developed a strong vision for the future and a clear sense of direction, as a result of its strategic, operational and annual planning initiatives.

Heritage — As the oldest library collection in Saskatchewan, the Library holds significant heritage value for the Province. The ongoing stewardship and vitality of the Library is an important endeavour.

Library Strategic Plan

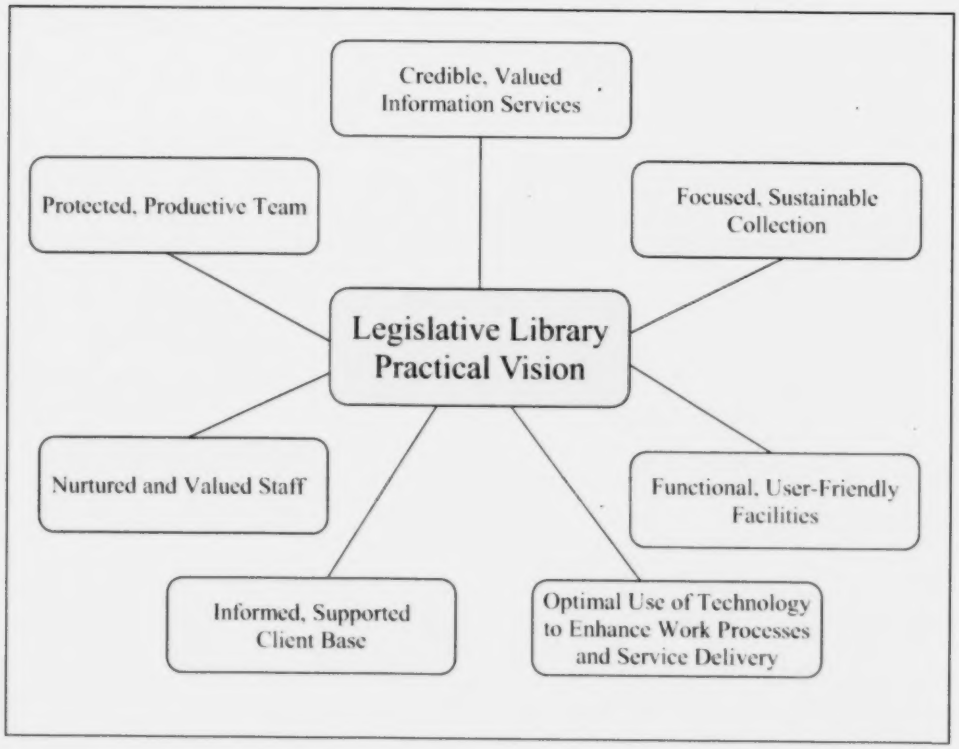
Mission

The Legislative Library supports the Saskatchewan Legislative Assembly and its members by delivering accurate, timely and non-partisan information services and by selecting, acquiring, organizing, preserving, and providing access to appropriate material resources to support such services.

The Library serves the citizens of Saskatchewan by making available the benefits of its specialized research and legislative collection where these benefits cannot be obtained elsewhere, and by establishing and maintaining co-operative and helpful relationships with other government departments or departmental libraries.

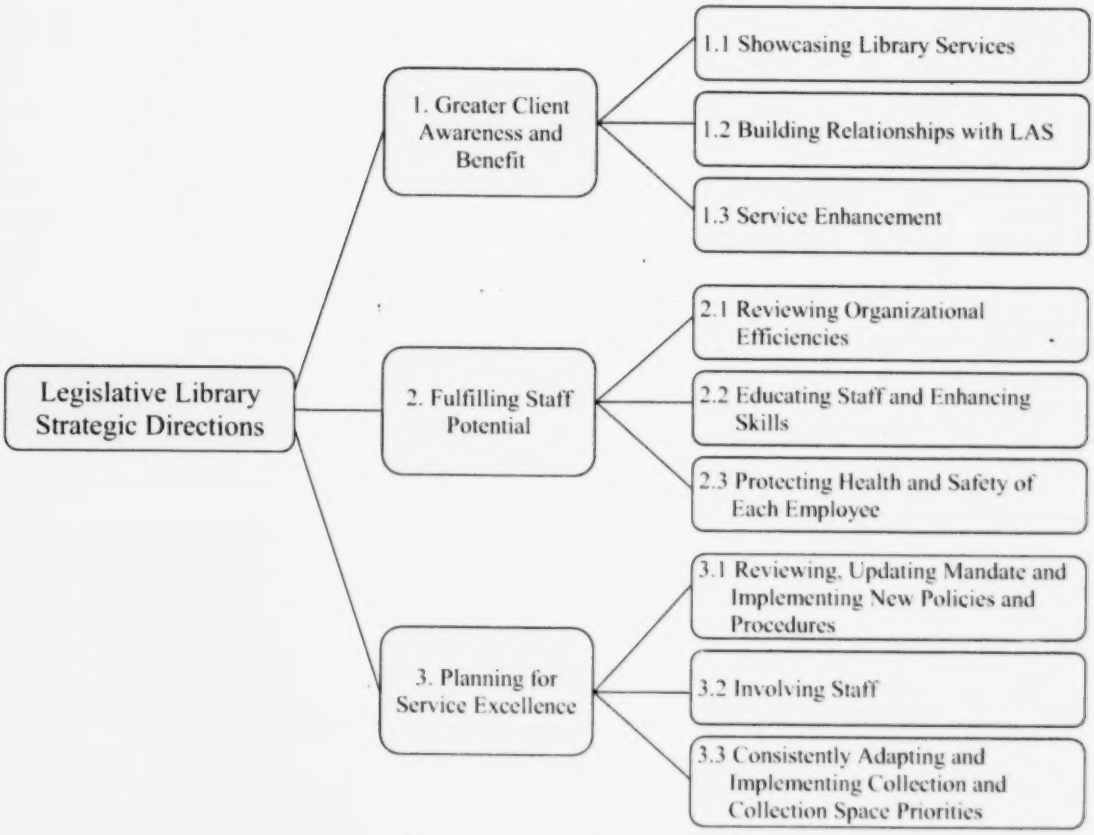
Practical Vision

The Library is focused on achieving a practical vision with seven key themes.


Credible, Valued Information Services
Protected, Productive Team
Focused, Sustainable Collection
Legislative Library Practical Vision
Nurtured and Valued Staff
Functional, User-Friendly Facilities
Informed, Supported Client Base
Optimal Use of Technology to Enhance Work Processes and Service Delivery

Strategic Directions

The Library is concentrating its efforts on three major **strategic directions** with nine **accompanying strategies** in order to achieve its practical vision.


Legislative Library Strategic Directions
1. Greater Client Awareness and Benefit
1.1 Showcasing Library Services
1.2 Building Relationships with LAS
1.3 Service Enhancement
2. Fulfilling Staff Potential
2.1 Reviewing Organizational Efficiencies
2.2 Educating Staff and Enhancing Skills
2.3 Protecting Health and Safety of Each Employee
3. Planning for Service Excellence
3.1 Reviewing, Updating Mandate and Implementing New Policies and Procedures
3.2 Involving Staff
3.3 Consistently Adapting and Implementing Collection and Collection Space Priorities

Strategic Performance

Since 2007-08, the Library has focussed its strategic development around its strategic direction themes of greater client awareness and benefit, fulfilling staff potential, and planning for service excellence.

In 2008-2009, the Library achieved important new milestones in these areas, as well as continuing core services.

Strategic Direction 1: Greater Client Awareness and Benefit

This strategic direction focuses on maintaining and enhancing services, as well as promoting the benefits of these services to library clientele.

Key Results:

- **Reference service availability improved**

The Library expanded the availability of reference service to clients during the report year. The Library's reference desk is now staffed during all library open hours both in and out of the legislative session. The Library provided additional professional librarian staffing to meet the demand for reference desk service and MLA conference kit development.

- **Electronic resources expanded**

The Library acquired three new electronic resources that are now available to clients via the Library's website: Gallery Watch is a database of Congressional Research Service reports. Early Canadiana Online (ECO) Canadiana Plus is a growing digital library of materials printed in Canada from the time of the earliest European settlements to the 1920s. It is particularly valuable for its collection of historical colonial and federal government documents. JSTOR is a database with extensive back files of academic journals. Clients have often asked for this resource. The Library has subscribed to two sub-sets of JSTOR that are most relevant to the Library's subject focus and client needs.

- **Electronic resources environment assessed**

The Library completed an assessment of its electronic resources and services environment, resulting in a document entitled *Electronic Resources Assessment: Report and Recommendations*. The assessment documents the current environment and provides twelve recommendations for ensuring that it is up-to-date, functional, and providing high quality service to clients. The assessment includes a proposed timeline for phased implementation of the

recommendations. This fiscal year, the Library also refreshed its website with stylistic changes to align it with the general style of the Legislative Assembly website.

- **Research and reference services delivered**

The Library handled 1,970 reference/bibliographic research transactions in 2008-09, almost 6 percent more than in 2007-08. This included 1,083 transactions with primary clients (MLAs, legislature, caucus, and constituency staff), up nearly 8 percent over the previous year; 159 transactions with public servants (down 39 percent from the previous year); and, 728 transactions with public clients (up 21 percent from the previous year).

- **Personalized Current Awareness Information Services delivered**

The Library's suite of personalized Current Awareness Information Services for Members continues to be well-used. Detailed statistics are provided in the appendix. Of particular interest, this reporting period showed a significant increase in the number of Members set up to access news via hand-held mobile devices. Mobile access provides Members with an easy and convenient way to remain informed up to the minute anywhere and anytime. Also noteworthy, vendors' source content to electronic databases to which the Library subscribes continued to show increasing numbers of Saskatchewan newspapers for which distribution rights have been obtained. As a result Members' Services has been able to provide news monitoring services for 31 Saskatchewan local newspapers through the regular news clipping services.

- **Parliamentary conference information delivered**

The Library prepared backgrounder kits for 109 delegates (including Members, Clerks and guest delegates) attending 12 conferences. The backgrounder kit to the Annual Meeting of the Midwestern Legislative Conference continues to be a collaborative effort between the International Relations area of Intergovernmental Affairs and the Legislative Library. This report year marks the 7th year of the joint effort.

- **Outreach, orientation and collaboration continued**

A Library Open House was held on May 8, 2008. It was attended by approximately 60 people, mostly Members and staff working in the Legislative Building. Library staff provided orientations to library resources and services, product demonstrations, and tours of the Reading Room and Reference area. Displays and handouts were also provided.

Each year the Library prepares briefing notes for the *Social Studies Teachers' Institute (SSTI)* held in April. This year, the Library made revisions to session materials to reflect changes in procedure and practice. As well, the Library produced additional briefing notes for new Teachers' Institute sessions on the history of the RCMP and First Nations education.

Each year the Library delivers orientation sessions to a variety of clients and audiences. This year, orientations included:

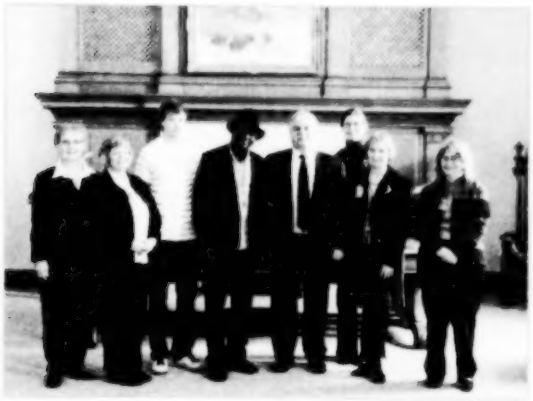
- Orientation for Mr. Doyle Vermette, MLA for Cumberland Constituency, elected in the by-election, June 25, 2008.

- Orientation for interns participating in the *Saskatchewan Legislative Internship Program (SLIP)*. This orientation focused on Library services available to them and on the role of legislative libraries in general.

- Orientation for Government of Saskatchewan employees participating in the Legislative Assembly's *Parliamentary Program for Public Servants*. This orientation is currently the only proactive promotion of the Library's services to Government of Saskatchewan employees.

- Senior Library staff provided an overview of the Library and its services to Mr. Olaosebikan Olajuwon Ebenezer, a table officer from Lagos State, Nigeria who was on a study visit to the Legislative Assembly in March, 2009.

- The Library's Director of Reference Services gave an orientation to the Library's resources to the librarians from the various court house libraries, the Court of Appeal, the Court of Queen's Bench, and the Provincial Court.



Library staff with Mr. Olaosebikan Olajuwon Ebenezer, a table officer from Lagos State, Nigeria, as well as Mr. Randy Weekes (MLA, Biggar Constituency), March, 2009

Photo credit: Liza Leutenegger

In October 2008, the Library hosted the Saskatchewan Library Association's launch of Saskatchewan Library Week - an annual event that promotes awareness of libraries throughout Saskatchewan.

Saskatchewan Library Week Launch
October 2008

Photo credit: Kim Hagel

- **Library publications issued**

The Library produced four issues of *The Members' Newsletter*, which is produced monthly during legislative sessions to highlight library materials. The featured compilation *New Books in the Library*, which includes a request form for borrowing new books, is included in each newsletter and continues to be popular.

The Library produced twelve issues of the *Checklist of Saskatchewan Government Publications* which highlights new publications issued by the Government of Saskatchewan. The *Checklist* receives wide distribution on the Library's web site.

Strategic Direction 2: Fulfilling Staff Potential

This strategic direction focuses on providing a healthy work environment, as well as learning and development opportunities for library employees. It also focuses on reviewing work processes to ensure efficient use of human resources.

Key Results:

- **Employee health and safety improvements**

Substantial components of the Library's ergonomic assessment and development project, begun in the 2007-08 report year, were completed in 2008-09. The acquisition and installation of ergonomic work stations for employees was completed. To limit the weight of boxed library materials handled daily by staff, the Library instituted a *box weight limit* policy and installed weigh scales in its receiving and circulation areas. Stress matting was installed in work areas where staff spend long periods standing. Library employees attended an ergonomic best practices workshop. Safety practices were established for staff working in the Library's rare book vault.

A primary outstanding ergonomic issue is to change workflows in the Library's Support Services unit so that the high volume of library materials processed through the unit are handled via wheeled book carts rather than carried in boxes. New workflows that will enable the Library to meet this objective have been identified. However, implementation has been identified as a multi-year project because it is dependent on additional priorities that must be completed first.

- **Support Services workflow and personnel planning**

The Library completed approximately three-quarters of its project to review the mandate, role and priorities of its Support Services unit. Personnel planning and workflow evaluation formed a key part of this process. The Library identified new workflow processes for core operations and made progress in redefining employee roles and responsibilities. Work was begun to delegate a wider range of duties and responsibilities to all unit personnel and to provide cross-training on the majority of unit operations. This process is resulting in a broadening of employee skill sets. It has also ensured that staff have back up support in their roles. This work will continue into the next report period.

- **Employee learning and development**

In 2008-09, the Library identified a variety of learning and development opportunities that offered library employees the chance to improve their technical skills and/or to stay current with the rapidly evolving state of the library and information services sector. Employee participation rates was strong.

Strategic Direction 3: Planning for Service Excellence

This strategic direction focuses on reviewing the Library's priorities, policies, and procedures to ensure effective deployment of resources. It also focuses on consistently adapting and implementing priorities with respect to its collection and collection space.

Key Results:

- **Targeted collection reviews implemented**

The Library completed targeted reviews of four library collection areas, resulting in the withdrawal of items no longer required. The Library also identified areas of the collection where print content could be replaced with subscription-based access to the same information in electronic format. This work is expected to continue for the foreseeable future.

- **Collection growth analysis continued**

The Library continued a long-term initiative begun the previous year to measure the shelf space occupied by the collection and to monitor its growth. In 2008-09, staff counted and measured a sample of materials in the Library's extensive government documents collection, and will use the data to analyze future growth rates of this segment of the collection. The goal is to develop a knowledge base for collection accommodation planning and collection management. In 2009-10 the Library will repeat the count and measurements of the Dewey and government publications collections and begin regular tracking of their growth.

- **Donation policy revised**

The Library revised its policy for accepting and handling unsolicited donations. The new policy defines the types of materials that are accepted and the conditions under which they are accepted. The revised policy also brings the Library into conformity with the Government of Saskatchewan's Financial Administration Manual with respect to appraisal of donations. Subsequent to the revision of the policy, a small working group was established to review and revise the procedures for the intake and handling of donated materials. This group is expected to complete its work in 2009-10.

- **Collection shift continued**

The Library continued an ongoing initiative to shift selected collection material from the Library Reference Room in the Legislative Building to the Library's Collection Annex in the Walter Scott building.

- **Facility and space planning underway**

The Library completed approximately three quarters of a project to identify changes that could be made to the Reading and Reference Rooms in order to increase shelving space for library collections, improve work spaces for clients, and more effectively present library products and services to clients. Recommendations will be completed in 2009-2010.

- **Support Services unit strategic planning underway**

The Library completed approximately three-quarters of its project to review the mandate, role and priorities of the Support Services unit. The initiative achieved results in the area of personnel planning and workflow evaluation (as reported in the Fulfilling Staff Potential section). In addition, the initiative has identified priorities and strategies that will be finalized into a strategic plan for the unit in the next fiscal year.

This initiative was begun in response to serious factors in the operating environment impacting this program area. Factors included: the retirement of two long-serving staff members during the fiscal year and the need for succession planning; the necessity to re-think policies and procedures in the context of significant technological change and online publishing; the need to ensure sustainable work-flow processes; and the need to focus more support on the acquisition, processing and management of Saskatchewan government publications.

- **Library re-carpeted**

To enhance public and library client space, the Library's Reading Room, Reference Room and administration offices were re-carpeted. The previous carpet, dating from the early 1980s, was badly stretched and worn. It was replaced with a durable carpet tile more suitable for library usage, especially the Library's wheeled book trolleys. The project was funded by the Ministry of Government Services. Library staff worked closely with Government Services to coordinate the move of library collections and furniture in order to facilitate the re-carpeting project.

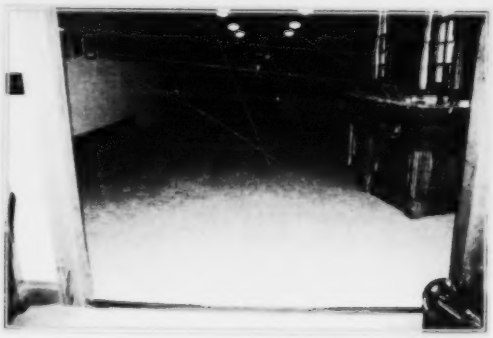


Photo credits: Kim Heidebrecht

Appendices

Statistical Summary

	2006/2007	2007/2008[1]	2008/2009
Web Site Statistics			
Unique visitors to Library web site	17,373	18,339	22,225
Visits to Library web pages	63,288	76,872	70,059
Pages viewed by visitors to Library web site	118,022	138,214	144,189
Reference and Circulation Services			
Reference Inquiries	1,904	1,863	1,970
Computer Searches	2,274	2,051	1,662
Photocopy Services to Clients (copies)	14,883	17,394	18,476
Out of Library Circulation	4,978	4,216	3,835
In-Library Use	6,684	6,430	7,875
Total Circulation	11,662	10,646	11,710
Interlibrary Loans Borrowed for Library Clientele	106	104	127
Interlibrary Loans Requested by Other Libraries	287	186	136
Total Interlibrary Loans	393	296	263
Members' Current Awareness Services			
Electronic News Clipping Service (articles provided)	37,462	31,675	43,462
Periodical Contents Service (title pages provided)	3,163	3,397	2,383
News Headlines Service Online Information (citations provided)	39,305	36,231	55,095
New Book Alert (title pages provided)	3,984	4,206	5,352
Direct User News Service Special Edition (registered clients at year-end)	50	33	52
Support Services			
Materials ordered (titles)	1,204	1,303	1,180
Government Publications Received (items)	21,670	22,448	22,361
Serials and Periodicals Received (items)	13,529	13,573	13,034
Cataloguing (titles)	12,650	7,288	6,927
Binding (volumes)	176	107	52
Materials Withdrawn (items)	17,224	24,310	163,201
Listed for Duplicate Exchange	804	808	469
Distributed on Exchange	399	260	222
Saskatchewan Deposit Program			
Government Publications Received (titles)	1,304	1,112	1,253
Government Publications Sent to Micromedia	1,205	1,004	1,259

[1] Provincial election held November 7, 2007

Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2008-2009

Commonwealth Parliamentary Association
39th British Islands and Mediterranean Region Annual Conference
Gibraltar, May 11 – 15, 2008
Background kits provided to one delegate.
Background kit coverage: 7 topics and agenda items covered and 24 documents provided.

Commonwealth Parliamentary Association
20th Commonwealth Parliamentary Seminar
Ottawa, Ontario, June 8 – 14, 2008
Background kits provided to one delegate.
Background kit coverage: 13 topics and agenda items covered and 15 documents provided.

63rd Annual Midwestern Legislative Conference
Rapid City, South Dakota, July 13 - 16, 2008
Background kits provided to 25 delegates.
Background kit coverage: 25 topics and agenda items covered and 65 documents provided.

Pacific Northwest Economic Region (PNWER)
Vancouver, British Columbia, July 20 - 24, 2008
Background kits provided to eight delegates.
Background kit coverage: 19 topics and agenda items covered and 36 documents provided.

46th CPA Canadian Regional Conference
Halifax, Nova Scotia, July 21-29, 2008
Background kits provided to seven delegates.
Background kit coverage: 8 topics and agenda items covered and 22 documents provided.

National Conference of State Legislatures
New Orleans, Louisiana, July 22 – 26, 2008
Background kits provided to two delegates.
Background kit coverage: 28 topics and agenda items covered and 55 documents provided.

54th Commonwealth Parliamentary Conference
Kuala Lumpur, Malaysia, August 1 – 10, 2008
Background kits provided to three delegates.
Background kit coverage: 6 topics and agenda items covered and 14 documents provided.

14th Bowhay Institute for Legislative Leadership Development
Madison, Wisconsin, August 8 - 12, 2008
Background kits provided to two delegates.
Background kit coverage: 16 topics and agenda items covered and 31 documents provided.

Canadian Council of Public Accounts Committees
Whitehorse, Yukon, September 7 – 9, 2008
Background kits provided to five delegates.
Background kit coverage: 4 topics and agenda items covered and 10 documents provided.

30th Commonwealth Parliamentary Association Regional Seminar
Winnipeg, Manitoba, October 16 – 19, 2008
Background kits provided to four delegates.
Background kit coverage: 6 topics and agenda items covered and 16 documents provided.

Commonwealth Women Parliamentarians Outreach Program
Nova Scotia, October 24 – 29, 2008
Background kits provided to two delegates.
Background kit coverage: 16 topics and agenda items covered and 28 documents provided.

26th Canadian Presiding Officers' Conference
Regina, Saskatchewan, January 22 – 25, 2009
Background kits provided to 49 guest delegates.
Background kit coverage: Background information on Saskatchewan.

Legislative Library Functional Organization Table

Legislative Library Functional Organization		
Library Administration		
Provides leadership for the Library's strategic development Contributes to the strategic direction of the parent organization Ensures alignment of library initiatives with organizational goals of the parent organization Oversees library program areas Manages library physical, financial, and human resources Manages library collections development and accommodations Oversees public relations and partnership activities Develops and maintains the Library's web spaces		
Reference & Circulation Services	**Members' Services**	**Support Services**
Provides reference & bibliographic research assistance to clients Staffs the Library's public service areas Lends library materials to clients Manages interlibrary borrowing and lending activities Produces promotional brochures, booklets and displays Produces bibliographic research materials including fact sheets, bibliographies & briefing notes Trains & orients clients Provides tours to library visitors Maintains collections in the Legislative Building	Creates and maintains personalized client interest profiles for MLAs, legislative officials and committees Provides customized, profile-based information services including: Media monitoring Electronic news clipping services Magazine tables of contents New book alerts Provides bibliographic research assistance and briefing materials to support MLA professional development activities Produces *The Members' Newsletter*	Acquires, processes & catalogues new materials Manages the automated systems for acquisitions, cataloguing, circulation & public access catalogue Manages the disposition of surplus and superseded materials Administers the Legal Deposit Program for Saskatchewan government publications Administers publication exchange agreements with other jurisdictions Maintains collections in the primary collection annex in the Walter Scott Building Prepares materials for binding

Legislative Library Staff

The Legislative Library has a permanent staff establishment of fifteen persons.

As of March 31, 2009 the following persons were members of the permanent staff:

Library Administration

Melissa K. Bennett, B.A., M.L.I.S.
Legislative Librarian

Kim Hagel
Administrative Assistant (on leave)

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Reference and Circulation Services

Leslie J. F. Polsom, B.A., M.L.I.S.
Director of Reference Services

Tim C. Prince, B.A., M.L.S.
Reference Librarian

Michelle Giese, B.A., M.L.I.S.
Reference and Electronic Resources Librarian

Kim Heidebrecht, Library and Information Technology Diploma
Client Services Manager

Liza Leuenegger, B. Admin.
Client Services Assistant (on leave from this position to complete term as Administrative Assistant in Library Administration)

Members' Services

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification
Members' Services Librarian

Legislative Library Staff

Support Services

Bette Desjarlais, B.Ed., M.L.I.S.
Director of Support Services

Gina Abel, Library Technician Certificate
Support Services Manager

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

The following people were employed on a non-permanent basis:

Reference and Circulation Services

Charles Wood, B.A., M.L.I.S., Reference Librarian

Raeleen Rooney, B.A., Circulation Assistant

Sarah Pump, B.A., Client Services Assistant

Members' Services

David Sealy, Members' Services Assistant (on leave)

Elle Chernick, Members' Services Assistant

Dorothy McMillan, Members' Services Assistant

Kristen McAllister, Members' Services Assistant

Support Services

Michele Strueby, Library Technician Certificate, Support Services Technician (TAHD)
(home position: Support Services Assistant)

Christine West, B.A., Support Services Assistant

Legislative Library Staff

Practicum Student

In May 2008, the Library provided a three-week practicum placement for Keith Willis, a library technician student from SIAST Kelsey campus. This placement provided the student with work experience and the Library benefitted from the additional assistance.

Departures by Permanent Staff

Jane Blackett, B.A., M.L.S., Reference and Electronic Resources Librarian
(on indefinite leave)

Anne Hoffmann, Library Technician Certificate, Support Services Technician
Retired March 31, 2009 after 20 years of service.

Faye Prince, Library Technician Certificate, Government Publications Technician
Retired June 1, 2008 after 35 years of service.

Anne Hoffman at her retirement supper, March 25, 2009

Photo credit: Liza Leutenegger

Faye Prince, Melissa Bennett and Bette Desjarlais at Faye's retirement supper, October 20, 2008

Photo credit: Kim Hagel

Clientele and Service Policy

Goal of the Legislative Library

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

Primary Clientele

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of Members, and other legislative servants.

Primary Clientele

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
   (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
   (a) Office of the Speaker
   (b) Legislative Assembly Office
      (i) Hansard
      (ii) Television
   (c) Legislative Counsel and Law Clerk's Office
   (d) Provincial Auditor
   (e) Legislative Library
   (f) Ombudsman
   (g) Children's Advocate
   (h) Conflict of Interest Commissioner
   (i) Information and Privacy Commissioner
   (j) Chief Electoral Officer
5. Other departments in the Legislative Building
   (a) Executive Council
   (b) Ministers' Office

Services

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accession lists, and other related services.

7. Accelerated acquisitions and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

Secondary Clientele

1. Saskatchewan civil servants
2. Legislative press gallery
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

Services

1. Use of library materials within the Legislative Library.
   (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
   (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrower for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
   (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and micro-copies of Library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

Established by the Board of Internal Economy 1983

revised March 2000